



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010226

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32
304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES
 WV INDUSTRIAL HOME FOR YOUTH
 7 INDUSTRIAL BOULEVARD
 INDUSTRIAL, WV
 26375 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/29/2006				

BID OPENING DATE: **07/26/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
CHANGES TO THE SPECIFICATIONS AS PER THE ATTACHED						
0001	1	LS		770-68		
	ROOF REPLACEMENT					
***** THIS IS THE END OF RFQ DJS010226 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

ADDENDUM NO. 2

Question: Work hours?

Answer: Work hours will be from 7:00am to 5:00pm.

Question: Photographs?

Answer: Photographs may be taken only of Jones Building and roof.

Question: Employee ID's?

Answer: A list of employees will need to be given to the gatehouse ahead of time. There will be an orientation of dos and don'ts and employees will be given ID cards that they must have when coming on grounds. The gatehouse will need to know about deliveries ahead of time.

Question: How long will it take to complete the job?

Answer: 70 days from Notice to Proceed.

Question: Do the fire escape roofs have to match the main roof?

Answer: Yes, both fire escapes roofs will need to match the main structural roof.

Question: Profile specs on downspout and gutter?

Answer: Gutter: to be constructed of six inch.

Downspout: to be constructed of 3x4.

Question: What about the tools?

Answer: All tools, ladders, vehicles, and scaffolding ***will be secured at all times***. The ladders will be secured at the end of each day inside of Jones Building. A tool inventory will be taken at the beginning and end of each day. Both beginning and ending inventory will be conducted by WV Industrial Home for Youth. No talking to the residents and never give the resident anything. No smoking in sight of residents.

Question: Are there going to be officers at the site at all times?

Answer: No, but officers will be with the residents at all times. Do not leave any piece of tin, nails, screws, etc. lying around the work area.

Question: Can dumpsters be put in place and left?

Answer: They can be put in place, but must be hauled away when full.

Question: What about deliveries?

Answer: A list of deliveries for the day must be left at the gatehouse.

Question: How high are the gates?

Answer: The sally port gates are 12 feet high.

Question: Can we leave the scaffolding up?

Answer: The scaffolding may be left up but must be secured to the building. All scaffolding must be anchored to the building instead of pins. Must have bolts with nuts and lock washers. If any damage is done to the building due to anchoring the scaffolding it will have to be repaired by the contractor.

Question: If they get under the scaffolding and find damage to the rook deck?

Answer: Possible Change of Order will have to be completed.

Question: Hat channel, what is the spacing?

Answer: It will be spaced according to factory recommendations.

Question: What will hat channel be anchored with?

Answer: Hat channel will be anchored with galvanized bolts and washer on bottom side.

There was a report given to each contractor from MSES that shows the roof is clear of asbestos.

Any questions after today's pre-bid will need to be addressed to Ron Price at the WV State Purchasing Division.